

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL / MULTI- FAMILY

INSPECTION PROCEDURES

All construction must follow FEDERAL, STATE, and LOCAL codes. With the adoption of Indiana Amendments (year shown in parenthesis), these become INDIANA codes.

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| 1. International Building Code – 2000 (2003) | 5. CABO Model energy – 1992 (1992) |
| 2. Uniform Plumbing Code – 1997 (1999) | 6. Indiana Accessibility Code Chapter 11 |
| 3. International Mechanical Code – 2000 (2003) | 7. Carmel/Clay Zoning Ordinance Z-289, As Amended |
| 4. National Electrical Code – 2005 (2005) | 8. General Administrative Rules (GAR) – 2001 |

PROCEDURES:

- ◆ **ANY OF THE FOLLOWING INSPECTIONS MAY BE REQUIRED WITH YOUR PERMIT.** Your Improvement Location Permit (I.L.P.) application indicates those which have been assessed to your project. Be sure to read the specific instructions for scheduling each type of inspection, as they are not all the same. Your permit number will be required when scheduling.
- ◆ After the Footing and/or Under-slab inspections have been approved, **the BUILDING PERMIT PLACARD must be posted at all times during construction.** The placard must be located on a front window or door, facing the street, and must be accessible to the inspector for their notation of inspection results, or the inspection will not be conducted and a re-inspection fee will be assessed.
- ◆ **The PROPERTY OWNER (or their representative) MUST be present for inspections of OCCUPIED structures.** Call to schedule these inspections a minimum of 24 hours in advance. A two-hour time window will be given at scheduling, as someone will need to be on site to meet the inspector.
- ◆ **CANCELLATIONS** must be called into the main office at: (317) 571-2444.
- ◆ For REMODELS & ADDITIONS, additional inspections may be scheduled prior to the full final (if basic fire, life, and safety items have been completed) to allow for furniture and/or certain product to be placed in the space prior to the full final inspection/approval.

DEMOLITION SITE INSPECTIONS: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date. (After structure(s) is down and site has been cleared)

FOOTINGS: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date. [For Post & Beam/Pier (FOOTINGS); Basement footings (LOWER FOOTING); and/or crawl space wall or slab wall (UPPER FOOTING)]

1. Grade stakes are required to be installed.
2. All water pumped out and scraped clean to solid ground.
3. Forms are to be complete and level.
4. Re-Bar installed, tied, and supported.
5. Tarps and insulation cover removed for inspection.
6. INSPECTION MUST BE APPROVED BEFORE YOU POUR¹.

UNDER-SLAB: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date.

(FOR: Slab on Grade, Under-Slab plumbing for food service establishments, and Under-Slab electrical electrical for classified areas)

1. Insulation and vapor barrier shall be installed in any approved configuration, as detailed in the Indiana Energy Conservation Code - 1992.
2. Tarps and insulation cover removed for inspection.
3. Plumbing traps and electrical conduit lines exposed.
4. INSPECTION MUST BE APPROVED BEFORE YOU POUR¹.

ROUGH-IN: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request

date. (Framing, Electrical, Plumbing, and HVAC) After 4/1/07—CHECK THE BACK OF YOUR PLACARD TO DETERMINE IF AN ABOVE CEILING/GRID INSPECTION IS REQUIRED.

1. **Do NOT INSULATE** prior to inspection and approval. Inspection is to be approved **BEFORE** insulation and coverings on any of the construction areas are installed¹.
2. Structure is to be WEATHER TIGHT: Windows and doors in, roofing, and shingles on.
3. All draft stops and fire blocking must be installed for this inspection.
4. Access to all areas must be provided.
5. All rough-in work completed.

PLEASE NOTE: A **Do Not Occupy** sticker will be posted at the time of the Rough-In inspection. This MUST NOT be removed until the Certificate of Occupancy (C/O) has been issued. This notice does not indicate a problem with the construction, only that the C/O has not yet been issued, and therefore the construction MAY NOT BE OCCUPIED.

METER BASE: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date.

1. STRUCTURE IS TO BE WEATHER TIGHT: Windows and doors in, roofing and shingles on.
2. Grounding is required for customer's service entrance equipment. Grounding shall be in accordance with the provisions of the National Electrical Code 2002 (2002).
3. All disconnect switch, main panels, CT cans and sub-panels covers must be removed.
4. When this inspection has been approved, a green meter tag, signed by the inspector, will be placed inside the meter. The contractor can then schedule the utility turn on.

FINAL: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request

date. For New Structures, Accessory Buildings, Additions, and Exterior remodels: A., B., & C. below will apply. **For Interior Remodel and Tenant Finish** permits, only A. & B. below will apply, unless C. has been specially designated on the I.L.P. application.* Reminder: the construction should not be occupied^{1;2} prior to approval of the Final.**

- A. The **Fire Marshall of the Carmel Fire Department** must be contacted and that inspection approved PRIOR to an inspection by the office of Building & Code Services. This inspection can be scheduled at: (317) 571-2600.
- B. Final inspection by the office of **Building & Code Services**. If approved, a temporary or full Certificate of Occupancy may be issued. A minimum of 24 hours is required before a full Certificate of Occupancy or Substantial Completion will be issued; and more time may be required to verify inspection approvals from other offices.
- C. Final Site Inspection by the **Urban Forester** of the Dept. of Community Services must be completed and approved. (Schedule any time—prior to or after steps A & B.) This inspection verifies that site details were carried out according to Plan Commission approvals. This inspection can be scheduled at: (317) 571-2417. APPROVAL OF THIS INSPECTION MAY ALSO REQUIRE VERIFICATION OF SITE COMMITMENTS BY THE OFFICE OF THE CITY ENGINEER AND/OR BY OTHER MEMBERS OF THE DIVISION OF PLANNING & ZONING.

***NOTE FOR TENANT FINISH OR INTERIOR REMODEL PERMITS:** No Final inspections may be scheduled until/unless the shell building permit has received a Certificate of Occupancy or a Certificate of Substantial Completion, or a Temporary Certificate of Occupancy or Substantial Completion has been issued for certain site items only.

****PERSONAL PROPERTY AND/OR PRODUCT OF ANY TYPE/FORM CONSTITUTES OCCUPIED**^{1;2}

♦ **FEES AND PENALTIES:**

- ♦ **AN ADDITIONAL FEE IN THE AMOUNT OF \$100.00 (\$104.00 as of April 1, 2007) WILL BE CHARGED FOR ANY INSPECTION THAT REQUIRES MORE THAN ONE TRIP FROM THE OFFICE OF BUILDING & CODE ENFORCEMENT. (Re-inspection fee or additional/extra inspection fee)**
- ♦ **TEMPORARY CERTIFICATES OF OCCUPANCY WILL BE ASSESSED A FEE OF \$53.50. (\$55.50 after April 1, 2007) PARTIAL CERTIFICATES OF OCCUPANCY WILL BE ASSESSED A \$214.00 FEE. (\$222.00 after April 1, 2007)**
- ♦ **LATE FEE PENALTIES ON INSPECTIONS¹ WILL BE ASSESSED A \$1,069.00 FEE, (\$1,111.00 after April 1, 2007) PER OCCURRENCE. LATE FEES MUST BE PAID BEFORE INSPECTIONS MAY BE RESUMED.**
- ♦ **ALL RE-INSPECTION AND/OR ADDITIONAL/EXTRA INSPECTION FEES, OR ANY OTHER OUTSTANDING FEES, MUST BE PAID BEFORE A FULL CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF SUBSTANTIAL COMPLETION WILL BE ISSUED. FURTHER, THE CERTIFICATE WILL ONLY BE ISSUED ONCE CONFIRMATION OF APPROVED FINAL INSPECTIONS BY ALL INSPECTING OFFICES HAS OCCURRED.**

NOTICE

¹The Carmel Zoning Ordinance provides for a penalty if any construction is continued without having any one of the above inspections scheduled, performed, and approved. This penalty will be based on the LATE FEES established with the fee structure; established in Ordinance Z-289, Section 29.6.8, "Late Fees on Inspections". This penalty also applies to any construction that is found to be occupied before a Certificate of Occupancy is issued.

²*CARMEL ZONING ORDINANCE, SECTIONS 29.4.3(1): No land shall be occupied or used and no building hereafter erected, reconstructed, or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a Certificate of Occupancy shall have been issued by the Building Commissioner (Dept. of Community Services Director) stating that the building and use comply with all of the provisions of this Ordinance applicable to the building, premises, or use in the district in which it is to be located.*